



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Placing Item in Service
Reference Number:	ADM 05-011
Effective Date:	1-Jan-14
Last Revision Date:	7-Jan-21
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of the policy is to create uniform procedures for placing a new piece of equipment, software, or tool in service.

Policy:

Each piece of new equipment should have, within fifteen (15) days of delivery a training video, PowerPoint® Presentation, or formal practical training created that shows the manufactured recommendation of proper use of the equipment. A captain or his/her designee shall create this training piece.

The training video or PowerPoint® Presentation need not have a certain length but be informative and thorough in nature. The video must be submitted to the Deputy Chief upon completion by the Captain or his/her designee for approval. Upon receipt of approval, the Deputy Chief shall be assigned with the task of distribution to the general staff and membership. This task shall take place via on-shift training, email, staff meeting training, volunteer training, or other methods deemed appropriate by the Deputy Chief.

Examples of such can include Zoll X-Series monitor training, Squad 1 light tower training, extinguisher prop operations, etc.

This SAP shall not be limited to current and future equipment or goods but shall include items deemed necessary by a Captain or Chiefs. All questions about equipment or goods shall be directed to the Deputy Chief or Captains.